

## PRESIDIO OF MONTEREY'S PROCEDURE FOR Environmental Aspects Identification and Ranking

<b>Procedure:</b> The Presidio of Monterey's Procedure for environmental aspects identification and ranking			
<b>Document Owner:</b> EMS Management Representative, Plans, Analysis, and Integration Office (PAIO) – The Presidio of Monterey (POM)		<b>Review:</b> EQCC	
		<b>Date:</b> 14 Dec 05	
<b>Update Requirements:</b> The Presidio of Monterey's EMS Management Representative shall maintain this procedure and review it annually. This document and its revisions shall remain current for no more than one year from the effective date. The EMS Management Representative must maintain a log of document history with this procedure.			
<b>Revision Information</b>			
<b>Status</b>	<b>Revision</b>	<b>Effective Date</b>	<b>Revision Summary</b>
Baseline Procedure	1.0		None

### A. PURPOSE

- 1) This document describes the process for identifying and ranking the environmental aspects of activities and services at the US Army Presidio of Monterey.

### B. SCOPE

- 1) This procedure is written to address the criteria established by Section 4.3.1 of ISO 14001:2004.

### C. DEFINITIONS

- 1) Aspect – An element of an organization's activities, products, or services that can interact with the environment

### D. PROCEDURE

- 1) A list of environmental aspects for all appropriate POM departments and tenants is cooperatively developed. To accomplish this, processes and activities of the POM are reviewed using the following tools or actions:
  - a. Document review; e.g., Business Response Plans; Pollution Prevention Plans; Spill Prevention, Control and Countermeasures Plans; Solid Waste Management Plans; Pest Management Plans
  - b. Process mapping
  - c. Process knowledge
  - d. Site tours
  - e. Personnel interviews
- 2) Initially the Aspect Identification Worksheet (POM-EMS-PR-4.3.1A) are used to record each list of aspects.

3) Using the ratings detailed in POM-EMS-PR-4.3.1A, each aspect is scored using the following criteria:

- a. Potential Mission Impact (PMI)
- b. Frequency (FRE)
- c. Potential Environmental Impact (PEI)
- d. Potential for Increased Control (PIC)

4) Scoring is reviewed and necessary input is provided.

5) The significance score (SIG) for each aspect determined using the following formula:

$$\text{SIG} = (\text{PMI} + \text{FRE} + \text{PEI}) * \text{PIC}$$

6) A complete list of scored aspects is compiled in descending order of significance score.

7) The significance ranking and the significant environmental aspects are reviewed to confirm that they are appropriate. It may be determined that additional aspects are significant, especially in the case of aspects that are pervasive across POM.

8) Each member of the EQCC reviews and updates the list of aspects for their area of responsibility at least annually in order to keep the information up to date. The updates to the list of aspects are reviewed to ensure consistency across POM.

9) Any new, changed or deleted activities or operations that may result in the addition or removal of aspects are reported to the EMSMR.

10) The aspects identified as significant provide a basis for establishing environmental objectives and targets, in accordance with POM-EMS-PR-4.3.3 (Objectives and Targets Procedure). Environmental aspects that have been determined to be significant are considered first in setting objectives and targets.

11) Documents and records related to the identification and ranking of aspects are recorded in accordance with appropriate document and record control procedures, as specified in POM-EMS-PR-4.4.4 (Control of Documents Procedure).

## **E. RESPONSIBILITIES**

1) EMS Management Representative (EMSMR)

- a. Works with Directorate of Public Works, Environmental Division (PWE) to ensure that a list of environmental aspects is developed and updated for each department and activity. To accomplish this, reviews the processes and activities of each department and, if necessary, assists the responsible party in conducting facility tours, interviews key personnel and/or reviewing documents.
- b. Uses the Aspect Identification Worksheet (POM-EMS-PR-4.3.1A) to record each department's list of aspects.

- c.** Assists each department/activity in scoring each aspect according to the scoring system described in Section E.4 of this procedure, and compiles a complete list of scored aspects in descending order of score.
  - d.** Reviews full list of scored aspects and determines, with input from the Cross Functional Team (CFT), a threshold score above which aspects will be considered significant.
  - e.** Ensures that members of the CFT update the lists of aspects for their Directorates at least annually and reviews the updated lists to ensure a consistent approach across POM.
  - f.** Maintains all documents and records related to the identification and ranking of aspects in accordance with POM-EMS-PR-4.4.4 (Control of Documents Procedure) and POM-EMS-PR-4.5.4 (Control of Records Procedure), respectively.
- 2) Environmental Quality Control Committee (EQCC)**
  - a.** Reviews the significance ranking and the significant environmental aspects to confirm that they are appropriate.
  - b.** As appropriate, identifies and recommends other aspects to the EMSMR that should be considered significant.
  - c.** Each member reviews the list of environmental aspects for his or her department at least annually and provides recommendations for updates to the EMSMR.
- 3) Directorate of Public Works, Environmental Division (PWE)**
  - a.** Staff Reports to the EMSMR any new, changed or deleted activities or operations that may result in the addition or removal of aspects
  - b.** Works with EMSMR to review aspect scoring and development, and ensure accuracy of aspect list.

## **F. Attachments**

- 1) Aspect Identification Worksheet (POM-EMS-PR-4.3.1A)**
- 2) Aspect Ranking Criteria with Numerical Scoring System (POM-EMS-PR-4.3.1B)**

### Attachment A. Aspect Identification Worksheet

ACTIVITY, PRODUCT OR SERVICE	ASPECT	IMPACT										FACTOR RATINGS				SCORE
		Ground Water	Surface Water	Soil Contamination	Air Pollution	Land Fill	Haz Waste	Nat Resources	Noise	Waste Water	Potential Mission Impact	Frequency	Potential Env Impact	Potential Increased Cntrl		
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\*See separate Microsoft Excel file (“POM\_OMC\_Asp\_Wksht.xls”) for a worksheet that can be filled out electronically.

## Attachment B. Aspect Ranking Criteria with Factor Values

Criteria	Factor Value					
	5	4	3	2	1	0
Potential Mission Impact (PMI)	Loss of ability to accomplish mission	Severely degraded ability to accomplish mission	Moderate mission impact	Minor mission impact	Insignificant mission impact	No mission impact
Frequency (FRE)	Once per day or more often	Once per week	Once per month	Once per year	Possible but rare	Never
Potential Environmental Impact (PEI)	Catastrophic environmental impact	Substantial environmental impact	Moderate environmental impact	Minor environmental impact	Minimal environmental impact	No environmental impact
Potential for Increased Control (PIC)	Requires negligible resources or saves resources	Requires little resources or much increased control possible	Requires some resources or limited increased control possible	Requires much resources or little increased control possible	Requires substantial resources	No increased control possible